

Retention and Classification Report

Agency: Vernal (Utah). Police Department (1258)

374 East Main Street
Vernal, UT 84078
789-5835

Records Officer Roxanne Behunin

81254 Criminal history files
81258 Investigative case files

AGENCY: Vernal (Utah). Police Department

SERIES: 81254

3

TITLE: Criminal history files

DATES: 1976-

ARRANGEMENT: Alphabetical by name.

ANNUAL ACCUMULATION: 1.10 cubic feet.

DESCRIPTION:

These are complete histories of arrested individuals which provide complete name, alias or nickname, residence, complete physical description, date of arrest, offense committed, and occupation. It may also contain fingerprint cards and mug shots. Since the Bureau of Criminal Identification maintains the record copy of Criminal History Records until individual's death or seventy-five years, an individual agency maintains one at its own discretion.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 12.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until administrative need ends and then destroy provided no further arrest.

Microfilm master: Retain in Office permanently.

AGENCY: Vernal (Utah). Police Department

SERIES: 81254

TITLE: Criminal history files

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

AGENCY: Vernal (Utah). Police Department

SERIES: 81258

3

TITLE: Investigative case files

DATES: 1976-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files are created as a result of a complaint or other actions which result in an investigation by the police department. This is the central case file for all cases handled by the agency. Information may include name of individual attested or involved in the incident, nature of offense, and officer's written agency.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 1.

AUTHORIZED: 05/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until Microfilming and then destroy original.

Microfilm master: Retain in Office permanently.

APPRAISAL:

AGENCY: Vernal (Utah). Police Department

SERIES: 81258

TITLE: Investigative case files

(continued)

PRIMARY CLASSIFICATION:

Protected

SECONDARY CLASSIFICATION(S):

Public